



CO-OPERATIVE EDUCATION

Faculty of Engineering and Applied Science

NON-DISCLOSURE REQUEST FORM

TO: Engineering Co-operative Education Office, Faculty of Engineering and Applied Science

FROM: _____

DATE: _____

Please submit this form by email to coopeng@mun.ca or by fax 709-864-2537

Confidential Communication Component (select one):

- Work Report *
Written Presentation Summary **

I, (Employer), request that the document selected above, to be submitted by _____, shall be handled in a confidential manner. (Student's Name)

The student will be instructed to submit the document to the Engineering Co-operative Education Office, Faculty of Engineering and Applied Science, in a sealed envelope clearly marked CONFIDENTIAL.

* For the Work Report, EACH PAGE of the document will be stamped CONFIDENTIAL.

** For the Printed Hardcopy of submission of the Presentation, the presentation slides will not be stamped confidential. It is understood that the slides will be presented to an audience and their content is not confidential. However, the printed submission will be handled in a confidential manner.

Once the document has been evaluated, graded and feedback reviewed by the student, it can be: (Please Select One)

Destroyed by the Engineering Co-operative Education Office.

Returned to _____ (Student) who will return it to me (Employer). If the report is not picked up by the student, it will be destroyed by the Engineering Co-operative Education Office.

COMPANY: _____

PRINT EMPLOYER NAME: _____

EMPLOYER'S SIGNATURE: _____

EMPLOYER EMAIL/ FAX #: _____

This request should be submitted in advance of the communication component due date. A written response from the document's evaluator will be provided to execute the agreement.

The information on this form is collected under the authority of the University Act (RSBC 1979, C419), and is used to monitor your work term performance. If you have any questions about the collection and use of this information contact the Director of the Engineering Co-operative Education Office at 709-864-8816.